



Job Advert – Business Manager, Matthew's Hub

Matthew's Hub are a support service for autistic people and those with ADHD (Attention Deficit Hyperactive Disorder) without a learning disability aged 13 or over, living in Hull or East Riding who have, or are waiting for a diagnostic assessment. We provide social opportunities, advice and support in employment, education, health, and pre- and post-diagnosis support.

This is a unique opportunity to be part of a team who are supporting neurodivergent people with staff who have considerable lived, worked and academic neurodivergent experience.

Are you organised, proactive, and values-driven looking to make a real difference working in the community at Matthew's Hub

We are seeking an experienced and motivated Business Manager to join our team and play a key role in supporting the effective running and development of our organisation. This is an exciting opportunity to work within a purpose-led voluntary sector organisation that is committed to improving lives and supporting local communities.

About the Role

As Business Manager, you will oversee the day-to-day business functions of the organisation, ensuring that systems, processes, and support the successful delivery of our services. The position will be part of the senior team comprising of CEO, Principal Neurodiversity Practice Lead, Training Manager, Trustees, and external partners to help ensure the organisation remains efficient, compliant, and financially sustainable. The role includes responsibility for finance administration, governance support, Payroll, HR coordination, income generation and contributing to funding and partnership development activities.

Key Responsibilities

- Manage and improve organisational systems and operational processes
- Support budgeting, financial monitoring, payroll and reporting
- Coordinate governance and compliance requirements
- Support recruitment, HR administration, and staff wellbeing
- In partnership with CEO develop funding bids, tenders and grant applications and partnership development
- Prepare reports for internal use and external requirements in relation to contractual adherence of performance/KPIs

About You

We are looking for someone who:

- Is adaptable and flexible
- Supportive of neurodivergent environments
- Has experience in business, operations, or office management
- Has experience working within the voluntary, charity, community, or public sector
- Experience of successfully writing funding and/or grant applications
- Is highly organised with excellent communication skills
- Has strong administrative and financial management abilities
- Can manage multiple priorities and work independently
- Is confident building relationships with a range of stakeholders
- Shares our commitment to equality, inclusion, and community impact



If you would like to chat about this role please contact Tracy Meyer
tracy@matthewshub.org or call on 07719 390495

If you wish to apply for this role then send CV with accompanying letter to Tracy Meyer at
above email address.

Applications will close Friday 26th June 5pm

Due to annual leave interviews will take place w/c 3rd August.